

SOUTH CAROLINA DEPARTMENT OF LABOR LICENSING & REGULATION
Board of Landscape Architectural Examiners
Post Office Box 11419, Columbia, SC 29211-1419
Synergy Business Park, Kingstree Building, 110 Centerview Drive (29210)
Phone: (803) 896-4408
INDIVIDUAL LANDSCAPE ARCHITECT RENEWAL – 2015 - 2017

NAME:

LICENSE NO.

Business Name and Address:

Business E-Mail:

Business Phone:

Business Fax:

Home Address:

Home E-Mail:

Cell Phone:

Home Phone:

Preferred Mailing Address: (check one) _____Business _____Home
(Please include your full name, registration number, e-mail and complete mailing addresses)

RENEWAL FEES FOR LANDSCAPE ARCHITECTS (Make check payable to LLR – Landscape Architectural Board)

Renewal Fees \$200

Late Penalties Renewed February 1, 2015 – March 31, 2015, total fee is \$220 (late fee applies)

CONTINUING EDUCATION

1. **CONTINUING EDUCATION:** Twenty hours of continuing education are required for registration renewal. All twenty CE hours must include the study of relevant technical and professional landscape architectural subjects or related to safeguarding life, health, property, and promoting the public welfare (HSW). This reporting period is from February 1, 2013 through January 31, 2015.
2. **FIRST-TIME LICENSEES:** If this is the first renewal period for your South Carolina license, you are exempt from the continuing education requirements for this reporting period. **If your South Carolina license was issued on or after February 1, 2013, this exemption applies to you.** When completing the CERTIFICATION statement on the back of this form, please check off the exemption for "FIRST-TIME LICENSEE."
3. **LICENSEES ON ACTIVE MILITARY DUTY:** Individuals serving on active military duty are exempt from continuing education requirements while serving. If you are claiming this exemption and are serving on active duty in the Armed Forces of the United States, please check off the exemption for "LICENSEES ON ACTIVE MILITARY DUTY" when completing the CERTIFICATION statement on the back of this form
4. **PERSONAL HARDSHIPS:** Personal hardship requests are considered on an individual basis and must be received by January 1, 2015. If you have already been granted a personal hardship exemption by this Board in writing, you are exempt from the continuing education requirements. When completing the CERTIFICATION statement on the back of this form, please check off the exemption for "PERSONAL HARDSHIP" and attach your letter from the Board approving the hardship.

INSTRUCTIONS FOR COMPLETING RENEWAL FORM BY MAIL

- For mail-in renewals, please write your license number on your check, answer all RENEWAL questions, check one of the CERTIFICATION statements and submit the appropriate fee (make check payable to LLR-Landscape Architectural Board). Make any address changes directly on the form. **Incomplete applications will be returned.**
- Applications POSTMARKED by January 31, 2015, will be processed as timely renewals. Renewals postmarked AFTER January 31, 2015, will be considered late and will be subject to late fees.

RENEWAL QUESTIONS

You must answer the following questions. If your answer to any of the questions is yes, please explain on a supplemental sheet. Applications will be returned if questions are not answered.

1. Since February 1, 2013, has your professional or occupational registration/license been denied, suspended or revoked in any jurisdiction? ☐ Yes ☐ No
2. Since February 1, 2013, have you surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to pending or threatened disciplinary action? ☐ Yes ☐ No
3. Since February 1, 2013, have you been found by any court to have violated the landscape architectural registration laws or the professional/occupational laws of any jurisdiction? (If yes, provide dates and details including results of any appeals, if not previously provided to this board.) ☐ Yes ☐ No
4. Since February 1, 2013, have you been the subject of disciplinary action by a professional or occupational registration Board? Disciplinary action includes, but is not limited to, any reprimand, fine, probation, suspension, revocation, cease and desist order, consent orders, settlement agreements, stipulations or other action relating to the practice or registration of architects, engineers, or landscape architects. (If yes, provide dates and details including results of any appeals, if not previously provided to this board.) ☐ Yes ☐ No
5. Since February 1, 2013, have you been convicted of a crime (other than traffic violation)? ☐ Yes ☐ No
6. Has there been any change in the status of your lawful presence in the United States since initial licensure? ☐ Yes ☐ No

CERTIFICATION STATEMENTS – Answer ONE of the following

1. I have completed or will have completed the required twenty hours of continuing education by January 31, 2015. This reporting period is from February 1, 2013 through January 31, 2015. (**DO NOT** include any documentation of your continuing education hours; keep the documentation in the event your report is audited.) ☐ Yes ☐ No
2. I am exempt from continuing education requirements for the following reason:
☐ First-Time Licensee. (My license was issued on or after February 1, 2013)
☐ Licensees on Active Military Duty. I certify that I am currently serving on active military duty in the Armed Forces of the United States.
☐ Personal Hardship (Attach Board's Approval)

Original Signature

Date

Print Name